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A. Field of Interest / Mission Statement

A.1 The official field of interest statement, approved by TAB in 1987, is:

The IEEE Communications Society embraces all aspects of the advancement of the science, engineering, technology and applications for transferring information between locations by the use of signals. This includes: sources and destinations involving all types of terminals, computers and information processors; all pertinent systems and operations to bring about this transfer; guided and unguided transmission media; switched and unswitched networks, and network layouts, protocols, architectures and implementations.

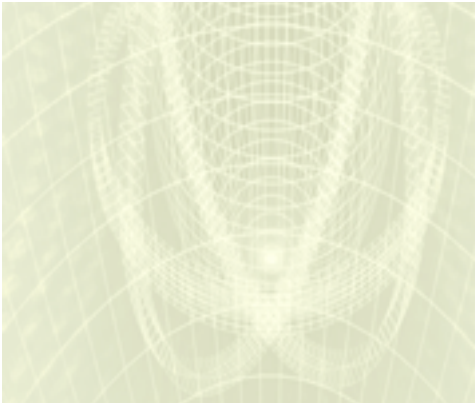
A.2 The Vision of the IEEE Communications Society is to be the organization of choice for communications and related professionals throughout the world. (Approved by BoG June 99.)

A.3 Mission: The IEEE Communications Society promotes the advancement of science, technology and applications in communications and related disciplines. It fosters presentation and exchange of information among its members and the technical community throughout the world. The Society maintains the highest standard of professionalism and technical competency.

The Society's Strategic planning committee has responsibility for reviewing the Vision and Mission statements, for tracking our progress, and for participating in a major way in our January Management Retreat. In January 1998 the Society agreed to some important goals that were reviewed for progress in January 1999. The Committee also completed work on revised Mission and Vision that were approved during the June 1999 Board of Governors meeting. A current status assessment on the Society's strategic initiatives can be viewed at: URL: ([Nim Chueng Power Point Presentation, Mission/Vision and Strategic Initiative assessment](#)) You can also download the PowerPoint file ([NimPresentation.ppt - 199KB](#))

A.4 Doublet - Matrix: The Society grew by 25% (December - December) in 1998 to a year-end membership 49,379 members. Our percentage of the total IEEE membership grew from 11% in 1997 to 15% in 1998. As the second largest and fastest growing Society, we have substantial overlapping memberships with other Societies. The most significant overlap is with the Computer Society: 15% (+3.1% from 1997) of their members and 27% of our members, reflecting, perhaps, the convergence in the industry and our co-sponsored publications and events. Other

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significant overlaps in 1998 include the Signal Processing, (42/16, +11%), Information Theory (61/7, -3%), Circuits and Systems (24/7, +4%), Vehicular Technology (63/7, +6%) and Antennas and Propagation Societies (36/6, +8%).

See also sections [F. Membership](#), and [J. Competition/Cooperation](#).

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B.2 Notes to the Five-Year Financial Statements: Prepared by Bruce Worthman, IEEE Communications Society Staff Accountant

B.2.1 Summary of Significant Accounting Policies and Practices

Basis of Accounting - The accompanying financial statements have been prepared on the accrual basis of accounting.

Classification of Net Assets - All of the Communications Society's assets are classified as "unrestricted net assets". Unrestricted net assets generally results from revenues derived from membership fees, publication activities, conferences, investment income, and other inflows of assets whose use by the Communications Society is not limited by donor-imposed restrictions. Throughout the five-year period, the Communication Society did not receive any assets from donors.

Estimates - The preparation of the 1998 statement of activities in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during 1998. Actual results could differ from those estimates.

Income Recognition - The Communications Society's share of revenue and expenses for conferences partially or entirely sponsored by the Society is generally recognized in the year in the conference is to be reported. IEEE policy 10.1.11 (Conference Closing) states that conferences should be closed (reported) six months after their event. In 1997, the Communications Society changed their accounting guidelines, in accordance with IEEE policy.

Significant (balance sheet) items not mentioned in the statement of activities - Since the balance sheet consists of primarily assets, the Communications Society chooses not to display a balance sheet but rather discuss two significant items on the balance sheet: Property and Equipment, and Investments. Throughout the five-year period, the society, located at 305 East 47th Street in New York City, has carried on business as usual regarding the maintenance, and replacement of its property consisting primarily of computer equipment. In 1997, the Communications Society entered into a five-year (additional five-year option) lease agreement, which included a significant increase in rental space and associated renovation expenses. The total renovation cost was approximately \$500,000. The renovations included purchasing new furniture, new office cubicles, new IS center, and reconstruction of the entire office facility. A significant portion of the renovation costs has been capitalized and is depreciating over ten years (the life of the lease). The IEEE Communications Society has been actively managing its asset portfolio to the extent that it designates its cash investments as short term or long term as further defined and managed by IEEE corporate offices. The amount of cash investments to the portfolio over the past five years is:

1994	1995	1996	1997	1998	total
\$500,000	\$800,000	\$0	\$2,000,000	\$1,200,000	\$4,500,000

Because of the market value increases over the five year period the Communications Society has unrealized gains totaling \$1,851,000.

B.2.2 Explanations of Items in the Statement of Activities

Dues (gross) - This is the fee collected for joining the Communications Society. The number of members has increased and the membership fee has remained the same over the five period. In 1998, the Communications Society offered an opportunity to join the society free for the second half of 1998. This activity is reflected in the statement of activities as dues income offset by an equal marketing expense.

Member Subscriptions - These are the fees collected from members and those entitled to member rates through agreements for subscriptions to the Society's sponsored and co-sponsored print and on-line publications.

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Non-Member Subscriptions - These are the fees collected from companies and public libraries for subscriptions to the Society's sponsored and co-sponsored print publications. Included are revenues earned as a participant in the IEEE's All Periodicals Package (APP). The increasing trend is due to maintaining the subscribers base while increasing prices, and increasing the Society's share of the APP due to increased page counts.

Advertising Revenues - This is revenue from advertisements, substantially in the Communications Magazine, and Network and Personal Communication magazines. The increasing trend over the five-year is due to increasing sales and prices. Price increases have been based on industry norms and an increasing subscriber base.

Publications Expenses - These are the costs associated with the actual production and distribution of ComSoc's publications including those produced and distributed by ComSoc (magazines) and those by IEEE headquarters (Journals and Transactions.) Beginning in 1997 a change in accounting strategy has resulted in a more accurate matching of costs with the number of issues produced in a given year. For example in 1994, ComSoc produced 43 total issues; however only 40 issues were reported on the books in 1994. In 1995, ComSoc produced 45 issues and 53 issues were reported on the books. This accounts for the inconsistencies shown in 1994 - 1995. This was corrected so changes reflect physical increases/decreases during the accounting period. In summary here are the issues/pages produced over the last five years:

	1994		1995		1996		1997		1998	
	Issues	Pages	Issues	Pages	Issues	Pages	Issues	Pages	Issues	Pages
Trans Comm	12	3290	12	3156	12	1792	12	1676	12	1750
JSAC	9	1644	9	1736	9	1926	9	1818	9	1834
Comm Mag	12	1208	12	1376	12	1640	12	1790	12	1800
Network Mag	6	368	6	360	6	264	6	396	6	464
PC Mag	4	216	6	384	6	360	6	348	6	448
Letters	-	-	-	-	-	-	6	204	12	384

Marketing, (Advertising) Sales and Commissions - Marketing expenses over the last five years has changed in amount and nature. Initially only membership and subscription promotions and applications were included. The cost center now includes promotional advertisements, recognition programs, the ComSoc Volunteer Directory, and beginning in 1998, the free half-year membership promotion. (Advertising) sales expenses are all expense necessary to generate advertising revenues. Commissions are the direct result of advertising revenues.

Administration - These are expenses associated with staff compensation and indirect and overhead charges. Indirect and overhead charges include: staff travel, rent and related overhead, office services and supplies, telephone and other communications services, IEEE overhead, and (not-capital) computer systems and supplies. Over the five years ComSoc has staff size from 13 authorized positions to 21 and office size from 5400 nsf to 8400 nsf and all costs have increased in proportion.

Volunteer Expenses - These are the expenses associated with activities carried out by the ComSoc Board and Volunteers. These include travel to Board meetings, visiting chapters, distinguish lecturer tours, and special projects. Special projects include student travel grants, awards, support of our chapters, local member receptions, etc. Over the five-year period costs have increased due to an increase in the ComSoc Board structure, and increased (non-revenue) member benefit programs.

Conferences - This is the revenues and expenses associated with our financial involvement in approximately 20 conferences annually. As noted above (see income recognition) a change in accounting strategy in 1997 resulted in an accelerated recording of conferences that had occurred before 30 June 1997. In 1998 all conferences that were scheduled to occur between 1 July 1997 and 30 June 1998 were declared closed by ComSoc and recorded on the books in FY1998. This strategy has and will continue into the future.

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For the 5 years ended 1994-1998
(in thousands)

<u>REVENUES</u>	1994	1995	1996	1997	1998
Dues	688	733	722	748	890
Member Subscriptions	785	796	748	803	756
Non Member Subscriptions: <u>Single and APP</u>	1,280	1,513	1,684	1,743	1,841
Advertising	964	1,271	1,278	1,391	1,456
Meetings and Conferences	2,448	3,819	2,652	8,714	5,203
All Other: <u>Periodical Related</u>	293	295	412	246	361
All Other: <u>Bookbroker</u>			11	94	124
Total Revenues	<u>6,456</u>	<u>8,427</u>	<u>7,508</u>	<u>13,739</u>	<u>10,631</u>
<u>EXPENSES</u>					
<i>Program Services:</i>					
Publications	1,677	2,311	2,199	2,357	2,438
Marketing, Sales and Commissions	314	315	433	660	800
Meetings and Conferences	1,097	3,294	1,872	6,864	3,758
<i>Support Services:</i>					
Administration: Staff and Overhead	1,458	1,498	1,871	2,315	2,445
Volunteer Administration and Projects	125	244	296	300	480
Total Expenses	<u>4,670</u>	<u>7,663</u>	<u>6,671</u>	<u>12,496</u>	<u>9,921</u>
COMSOC OPERATING SURPLUS (DEFICIT)	<u>1,786</u>	<u>765</u>	<u>837</u>	<u>1,243</u>	<u>710</u>
COMSOC OPERATING MARGIN	28%	9%	11%	9%	7%
Interest and Dividends	94	198	174	214	386
Unrealized Investment Gains (Loss)	(57)	359	287	726	536
COMSOC TOTAL SURPLUS (DEFICIT)	<u>1,822</u>	<u>1,321</u>	<u>1,298</u>	<u>2,183</u>	<u>1,632</u>
Net Assets/Worth (Reserves): Beginning of Period	2,126	3,948	5,269	6,567	8,750
Net Assets/Worth (reserves): End of Period	<u>3,948</u>	<u>5,269</u>	<u>6,567</u>	<u>8,750</u>	<u>10,382</u>

Net Assets/Worth (reserves): % of Next Year's
Exp's

52%

79%

53%

88%

103%

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C. Governance and the IEEE ComSoc Community

In January 1998, ComSoc leadership committed to writing or revising all appropriate Society policies and procedures. This document was completed in 1999 and will be posted on the www in the very near future. (See ComSoc Home Page www.comsoc.org at "about ComSoc" and this location for the URL. The following information on the Society's governance is taken from our Bylaws and the Nominations & Elections Committee's draft Policies & Procedures.)

C.1 Board of Governors

(The following is extracted from our Bylaws. For a complete set see <http://www.comsoc.org/socstr/documents/bylaws/index.html>)

Number of Meetings per Year

Board of Governors (BoG)

The BoG must hold two formal meetings annually. Special meetings of the BoG may be held at the request of the President, or four members of the BoG. A majority of the voting members of the BoG constitutes a quorum. When a quorum is present, a majority vote of the voting members in attendance is necessary to conduct business.

Business may be conducted by means other than formally held meetings when, in the opinion of the President, the matter can be adequately handled via letter, electronic ballot, conference call, electronic mail interchange, etc. A majority vote of all voting members of the BoG is required for actions so taken.

Operating Committee (OpCom)

Between formal and special BoG meetings, business will be managed by a subset of the BoG called the OpCom.

The OpCom will meet twice annually, in person, or by other means. Additional meetings may be held at the request of the President, or any four members of the OpCom. A majority of the voting members of the OpCom constitutes a quorum. When a quorum is present, a majority vote of the voting members in attendance is necessary to conduct business. Approvals will be included in the consent agenda of the next BoG meeting.

C.2 Elected Officers (number, elected by whom, terms and term limits, geographic distribution, employment responsibilities, etc.)

Elected Officers

The president-elect, Vice President - Technical Activities, Vice President - Membership Services, Vice President - Membership Development, Vice President - Society Relations, and Members-at-Large of the BoG are elected by direct vote of the voting Members of the Society

Elected (Voting) Officers of the Society are 19:

- President
- President-elect (odd years), immediate Past President (even years)
- 4 Vice Presidents
- 12 Members-at-Large
- Delegate-Elect/Director-Elect, Division III (The Director-elect position is pending approval from IEEE.)
- President-elect will be elected in even-numbered years, and Vice Presidents in odd-numbered years.
- One-third of the total (12) Members-at-Large will be elected annually; Society Members will vote for a set percentage of Members-at-Large each year. (see below)
- When an elected officer is elected to another position during his term, he/she will resign from the former position.

Terms of Office

- President-elect will serve in that capacity the year after his/her election (odd-numbered) and begin a 2-year term as President the following year (even-numbered).
- Vice Presidents begin 2-year terms in the even-numbered years following their election.
- Members-at-Large serve 3-year terms.

Eligibility for Re-election

- President is not eligible for re-election upon completion of his/her term.
- Vice Presidents may be re-elected to the same office for a second two-year term, but are further ineligible for that office until the lapse of a year.
- Members-at-Large may be re-elected to the same office for a second three-year term, but are further ineligible for that office until the lapse of a year.

C.3.1 Responsibilities of Elected Officers:

President-elect - Responsibilities

Assists the President in the odd-numbered years, discharging the responsibilities of that office. Begins selecting his/her appointed officers before becoming President.

Vice Presidents - Responsibilities

Vice Presidents are accountable to the President for their areas of responsibility.

Vice President - Technical Activities promotes all technical affairs within the Society. Reporting to this Vice-President are the Chairs of all Technical Committees, Awards Committee, Fellow Evaluation Committee and the Technical Committees Recertification Committee.

Vice President - Membership Services promotes the interests of all publications, meetings and conferences, and educational activities. Reporting to this Vice President is:

- Director - Education
- Director - Journals
- Director - Magazines
- Director - Meetings & Conferences

Vice President - Membership Development promotes and furthers the interests of members - including chapter service development, membership development, management of member benefits programs, and development of new information services. Reporting to this Vice President is:

- Director - Marketing
- Director - Membership Programs Development
- Director - Asia/Pacific Region
- Director - Europe, Africa, & Middle East Region
- Director - Latin America Region
- Director - North America Region

Vice President - Society Relations promotes relationships with IEEE societies and other professional societies worldwide, fostering a strong international Society presence. He/she will work with the IEEE Division III Director, as appropriate. Two Directors and

representatives to other organizations may report to this Vice President, when appropriate. Reporting to this Vice President is:

- Director – IEEE & US Societies
- Director – International Societies

C.3.2 Eligibility for Candidacy

In accord with Article 3 of the ComSoc Bylaws, all potential candidates for elective office must be members of the Society. Potential candidates for President and Vice President-level offices must be IEEE Senior Members or Fellows, or agree to apply for Senior Member grade well in advance of the election.

A nominee for the position of president-elect may already be a Vice President, Member-at-Large of the Board of Governors, or in other ComSoc office, but may not fill any position other than that of President when that office is ultimately achieved. A candidate elected as President-Elect may simultaneously serve in another office during the year as president-elect prior to assuming the full office of President. No one who has been elected President Elect once or elected to any other office twice shall be nominated for that same office again.

C.3.3 Elected Officer Distribution (geographic, employment, etc.)

Below are excerpts from the draft Policies & Procedures concerning international representation on our Board of Governors being considered for our Nominations & Elections Committee.

The Nominations & Elections Committee shall strive for diversity, globalization, and competence in its nominees and in ComSoc's elected officers. To achieve this, the Committee shall consult with other Councils and Committees and the Regional Directors of the Society. The Committee shall solicit, through various means, suggestions for nominees. Specifically, the Committee shall fully use the electronic and paper media of the Society, including dedicated Web pages, to obtain qualified nominees.

At least two candidates shall be offered for President Elect and for each VP position.

For Members At Large of the Board of Governors,

- a. The number of candidates nominated from each IEEE Region shall be roughly proportional to the membership in that Region and the total number of candidates shall be 12.
- b. Each member shall vote for two candidates only.
- c. The candidate proportions shall be adjusted in even years. As an guideline, the initial (1997) proportions were as follows:

Regions 1-6	(US, membership 58%)	6 candidates
Region 7	(Canada, Membership 6%)	1 candidate
Region 8	(EAME, membership 16%)	2 candidates
Region 9	(LA, membership 4%)	1 candidate
Region 10	(AP, membership 16%)	2 candidates

C.4 Appointed Officers - (number, appointed by whom, terms and terms limits, responsibilities, etc.)

C.4.1 Appointed Officer Positions – total 13

- Chief Information Officer
- Director - Education
- Director - Journals
- Director - Magazines
- Director - Meetings & Conferences
- Director - Marketing
- Director - Membership Programs Development
- Director - Asia/Pacific Region
- Director - Europe, Africa, & Middle East Region
- Director - Latin America Region
- Director - North America Region
- Director – IEEE & US Societies
- Director – International Societies

Appointed Officers – Terms of Office

Treasurer

- Will be appointed by the President.
- Serves for the term of the President.

Chief Information Officer

- Will be appointed by and report to the President.
- Serves for the term of the President.

Each Department Director, Standing Committee Chair, and Ad Hoc Committee Chair:

- Will be appointed by the President (upon the recommendation of a Vice President when appropriate).
- Serves for the term of the President.

No officer may have a term exceeding six consecutive years.

C.4.2 Responsibilities of Appointed Officers

Directors will select members of their Boards to serve for the duration of the Director's term with the approval of the appropriate Vice President. The relevant Vice President will be included on all the Boards chaired by Directors reporting to him/her.

Policies and Procedures are proposed by each Director with the approval of the appropriate Vice President.

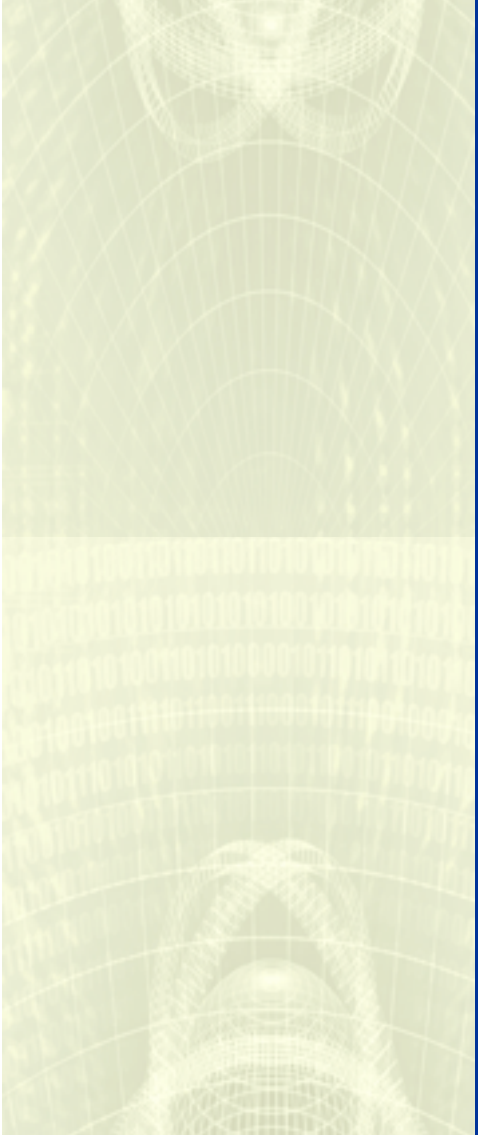
Education Director and Board - This Board is responsible for the oversight of all educational activities of the Society and is chaired by the Director of Education. Responsibilities include administration of the Society's programs on both basic and continuing education - incorporating tutorials, short courses, guest lectures, etc.

Chief Information Officer and Information Services Development Board - This Board is responsible for assuring cost-effective planning, acquisition, maintenance and use of the Society's information systems and networking, databases, and telecommunications services, and is chaired by the Chief Information Officer.

Marketing Director and Board - This Board is responsible for assuring cost-effective marketing of Society services, products, initiatives and activities.

Meetings & Conferences Director and Board - This Board is responsible for establishing policy, setting direction, and providing oversight for all conferences and workshops sponsored by the Society. The Director authorizes organizational changes of the Board.

Journals Director and Board - This Board is responsible for the oversight of Society journals and is chaired by the Director of Journals.



Magazines Director and Board - This Board is responsible for the oversight of Society magazines and is chaired by the Director of Magazines.

Membership Programs Development Director and Board - This Board is responsible for the oversight of member activities and benefits programs and is chaired by the Director of Membership Programs Development.

Regional Directors and Boards will coordinate the activities of Members and Chapters throughout the IEEE regions.

- Asia/Pacific
- Europe, Africa, & Middle East
- Latin America
- North America

Regional Boards will promote Chapter activities and stimulate international participation in Technical Committees, meetings, and conferences; encourage international submissions to Society publications; and cooperate and liaison with national scientific and professional societies.

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D. Technical Activities

URL: <http://www.comsoc.org/~techcom> (TC analysis [presentation at ICC by Roberto Saracco](#)). You can also download the PowerPoint file ([TCReport.ppt](#) - 120KB) Also see ComSoc Home page <http://www.comsoc.org> at "about ComSoc" and The ComSoc Community – 1999

D.1 Technical Committees and Technical Activities Council

Technical Committees (currently 21) are all active and play a crucial role in promoting the vitality and success of the IEEE Communications Society in meeting the needs of its members. Among the functions performed by the technical committees are:

- Assisting in the formulation of sessions for conferences and workshops
- Recommending and helping produce special issues of Society publications focusing on hot and emerging topics
- Organizing workshops
- Publishing newsletters
- Recommending distinguished speakers
- Providing advice and counsel to the Vice President, Technical Activities
- Other activities, as appropriate, to promote the development of technology

The Technical Committees Recertification Committee reviews committees approximately every three years in order to provide suggestions on performance. It is chaired by the Vice President, Technical Activities, with members appointed from among the standing Members-at-Large. Usually, three-to-four technical committees are reviewed at the annual ICC Conference and three-to-four at the annual Globecom Conference. The TCRC prepares written recommendations after each review.

Technical Committees generally have a Chair, Vice Chair, Secretary, and Treasurer.

Beyond this, organization varies among committees. Officers are elected by the members of the committee. Membership is open to any member of the Communications Society, and all of the committees welcome and encourage transnational participation.

Technical committee chairs are members of the Technical Activities Council (TAC), chaired by the Vice President, Technical Activities. TAC meets at the annual ICC and Globecom conferences, and coordinates by e-mail at other times. The Council addresses issues such as formation of new committees and recommends proposals for consideration by the Board of Governors.

Our technical committees define and implement the technical directions of the Society. As a fundamental element of the Society all members are invited - and encouraged - to participate in one or more of its technical committees. These committees - networks of professionals with common interests in communications - usually meet twice each year at major conferences.

D.1.2 Standing Committee Chairs within Technical Activities

Awards: The Society sponsors active programs to recognize technical achievements and service. There are currently four career awards and five paper awards administered by the Society's Awards Committee.

Fellow Evaluation: This committee is responsible for actively searching out candidates for nomination to the IEEE Fellow grade. Approximately 40 ComSoc members are chosen to be IEEE Fellows each year.

Standards: This committee was established in 1998 to encourage, nurture, and guide ComSoc standards initiatives and the resulting Working Groups, and proactively advances the visibility and influence of ComSoc standards activities.

Technical Committees Recertification: This committee recommends the establishment of new Technical Committees and reviews current committees (see above) to determine whether they are fulfilling their responsibilities.

Technical Information: This new committee was established to set the technical direction of ComSoc's online technical information references, including the related intellectual property issues and will maintain a high standard of technical excellence.

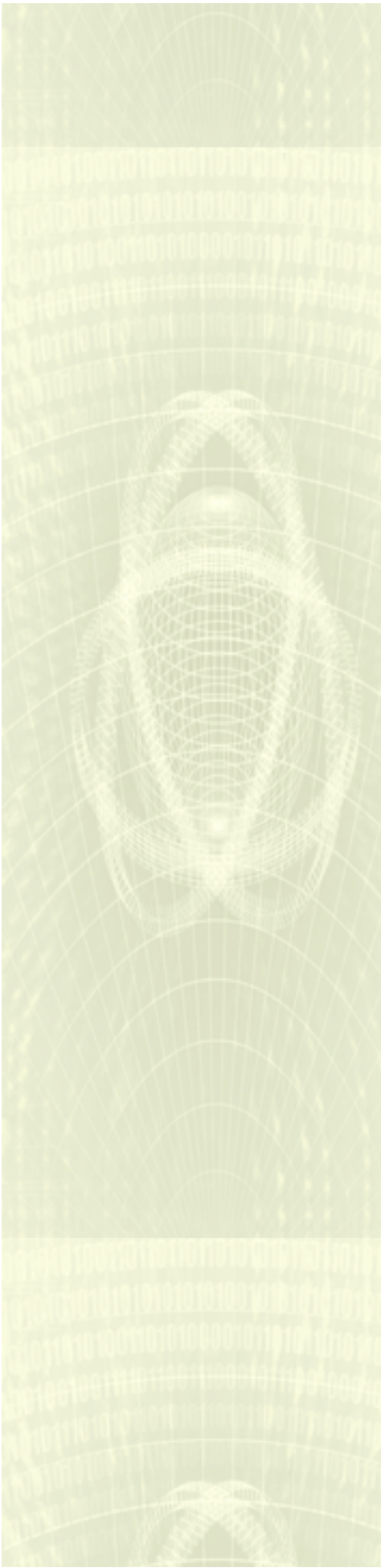
Technical Committee Fields of Interest:

Cable-Based Delivery and Access Systems

This is a joint committee of the Society of Cable Telecommunications Engineers (SCTE) and IEEE Communications Society. It focuses on broadband, multimedia, fiber-coax-wireless delivery systems with special emphasis on the technologies, control architectures, and related consumer and services equipment.

Communications Quality and Reliability (CQR)

www.comsoc.org/~cqr



This committee focuses on and advocates worldwide communications quality and reliability on behalf of, and within, the Communications Society. CQR serves as the catalyst for global awareness and the exchange of information relative to technical and management-related aspects of communications quality and reliability.

Communications Software (CommSoft)

www.comsoc.org/~commsoft

The mission of this committee is to advance the state of the art in communications software and its various aspects and applications. It serves as the major forum for discussion among communications software professionals in both the communications and computer industries.

Communications Switching and Routing

www.comsoc.org/~cswt

The objective of this committee is to sponsor publications, conference technical sessions, workshops and topical meetings and discussions in the theory and applications of information switching. Specific areas include, but are not limited to theory, architecture, traffic, performance, signaling protocol and networks, call and mobility control, services and features, planning, economic factors and management of switching systems.

Communications Systems Integration and Modeling (CSIM)


www.comsoc.org/~csim

This committee is concerned with the systems disciplines and modeling tools that facilitate the integration of information-transport equipment, subsystems, and networks into communications systems. The committee particularly addresses computer-aided modeling of integrated subsystems to answer architectural and performance questions.

Communication Theory

www.comsoc.org/~comtheory

This committee sponsors conference sessions, workshops, tutorials,



as well as promoting and reviewing papers in the broad area of communication theory, with emphasis on applications to practical systems. The technical content of these sessions and papers focuses on the analytical and theoretical aspects of many diverse areas that include modulation, coding, synchronization, equalization, signal processing and neural networks, transmission over all media, source and channel coding, spread spectrum and multiple access, data communications, and communication networks.

Computer Communications (TCCC)

www.comsoc.org/~tccc

This committee sponsors papers, discussions, and standards on all aspects of computer-communication systems. It provides a forum for members to broaden professional contacts and for technical discussions and interactions. Its areas of interest include performance of computer network and switch architectures, interfaces and protocols, configuration control, scheduling and buffer management, routing, flow control and admission control algorithms, error control, and network security, reliability, and management.

Enterprise Networking (EntNet)

www.comsoc.org/~entnet

This Committee focuses on "end-to-end" solutions, addressing topics such as re-engineering of business processes around computers and communications, end-to-end network design and integration of subsystems, interconnection and interoperability of all components of an enterprise network, including Local/Wide/Global Area Networks, fiber interfaces, ATM, SONET SDH, and Client/Server elements.

Gigabit Networking (TCGN)

www.comsoc.org/~tcgn

This committee promotes interest within and outside the Communications Society on the emerging applications and architectural solutions for gigabit networks. A primary goal is to serve as a focal point for activities in high performance networking by participating in and sponsoring conferences and workshops, encourage publications, foster discussion, and provide education on the utility of gigabit speed networks and possible architectural alternatives required for optimum infrastructure.

Information Infrastructure (TCII)

www.comsoc.org/~tcii

This committee identifies and exchanges knowledge on issues related to National Information Infrastructure (NII) and Global Information Infrastructure (GII). It stimulates interdisciplinary conferences, sessions, workshops, publications, and standards activities, and offers leadership and support to the Communications Society in furthering its own use of the national and global information infrastructures.

Interconnections in High-Speed Digital Systems

www.comsoc.org/~hsds

This committee addresses the performance bottleneck presented by interconnections within high-speed digital systems. It tracks and disseminates information about optical and electrical interconnection technology at the component, packaging, and sub-systems level, and the actual implementation of these technologies.

Internet

www.comsoc.org/~itc

This committee is a joint committee of the Internet Society and the IEEE Communications Society for stimulating interdisciplinary exchanges and applications of state of the art communications and related technologies to Internet infrastructure and services. The committee contributes to the emergence of a ubiquitous, multimedia, and high-performance Internet serving large segments of the world's population.

Multimedia Communications (MMC)

www.comsoc.org/~mmc

This committee examines systems, applications, services and techniques in which two or more media are used in the same session. These media include, but are not restricted to, voice, video, image, music, data, and executable code. The scope of the committee includes conversational, presentational, and transactional applications and the underlying networking systems to support them.

Network Operations and Management (CNOM)



www.comsoc.org/~cnom

This committee focuses on network and service operations and management. It encourages the exchange of information on the operational and technical management aspects of public and private networks for voice, data, image, and video, and organizes and sponsors publications and discussions of these topics. Specific technical interests include automation of network operations, customer network management and control, knowledge-based technologies, real-time management of networks, network-operations architecture, service management, and end-to-end management across several jurisdictional boundaries.

Personal Communications (TCPC)

www.comsoc.org/~tcpc

The mission of this committee is to sponsor publications, conferences, technical sessions, workshops, and other information exchanges on architectures, applications, systems, terminals and technologies to provide personal, location-independent communication and computing in voice, data and visual media. Its areas of interest include techniques for achieving portability, ubiquity and transparency using wireless networks ranging from micro-cellular to satellite, and wired networks ranging from narrow to broadband.

Radio Communications (RCC)

www.comsoc.org/~rcc

This committee sponsors and promotes technical papers, workshops, and tutorials on the engineering aspects of communications systems, equipment, and operation in which electromagnetic transmission through space near the surface of the earth is the dominant factor. Specifically included are systems in which the transmission follows the surface or takes place within the atmosphere of the earth. Technologies are considered for point-to-point, point-to-multi-point, mobile radio, and personal communications radio access. Commercial band broadcasting and space communications are outside the scope of the Committee.

Satellite and Space Communications (SSC)

www.comsoc.org/~ssc



This committee facilitates technical exchange in the field of satellite and space communications and maintains a keen interest in the development and maintenance of standards in this area. It explores the evolution of new satellite and space-based systems and the application of new and emerging technologies.

Signal Processing and Communications Electronics (SPCE)

www.comsoc.org/~spce

This committee sponsors papers, participates in the organization of conferences, and promotes technical workshops on those aspects of communications that pertain to the innovation, development and application of algorithms and electronic and photonic devices or subsystems for generation, processing, storage, transmission, recovery, and presentation of communications signals. In so doing, the committee also has as a goal the professional development of committee members and other practitioners that work in the above areas.

Signal Processing for Storage (SPS)

www.comsoc.org/~sps

This committee promotes advances in the state of the art of signal processing to enhance digital data storage systems, in order to achieve high storage densities, fast access, and low error rates. The committee is also interested in VLSI implementations of read/write channel electronics.

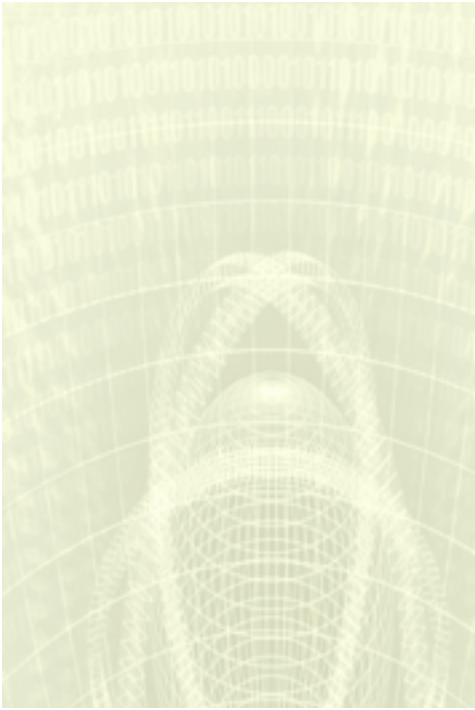
Tactical Communications (TCTC)

www.comsoc.org/~tctc

The mission of this committee is to provide an open forum in which professionals in defense and disaster recovery related industries, government agencies and academic institutions can exchange knowledge and cooperate to advance the state of the art in tactical communications. The committee sponsors conferences, publications, workshop, technical sessions at Society meetings and other forums for information exchange among its members.

Transmission, Access and Optical Systems (TAOS)

www.comsoc.org/~taos



This committee sponsors and organizes papers, conference sessions, workshops and standards development relating to both optical and metallic guided media transmission and access systems for the transport of speech, data, and visual information of any bandwidth. Specific areas of interest include: testing and performance of analog and digitally transmitted signals; systems and equipment for subscriber access over fiber, coaxial cable, and twisted copper pairs; analog and digital subscriber lines over wires and interfaces to wireless media; inductive coordination and electrical protection of wired media; network synchronization; and development of IEEE-oriented standards.

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E. Chapters

www.comsoc.org/~chapters

Also see ComSoc Home Page www.comsoc.org at "about ComSoc" and The ComSoc Community – 1999.)

E.1 Overview

ComSoc boast approximately 133 chapters worldwide, and we have recently made great strides in improving communications with these "grass roots" organizations. The activity level of our chapters ranges from moderate to very active. Nearly all chapters are corresponding via e-mail. At this writing three are inactive – or with chair positions "vacant."

When the Society reorganized in 1998, we added 4 Regional Directors reporting to our Vice President – Membership Development. These Directors and their Boards coordinate the activities of Members and Chapters throughout the IEEE regions. They promote chapter activities and stimulate international participation in technical committees, meetings, and conferences. They encourage international submissions to Society publications and cooperate/liaison with national scientific and professional societies.

The regional breakdown of our chapters is as follows:

Region 1-6	57
Region 7	15
Region 8	28
Region 9	15
Region 10	18
Total	133

E.2 Chapter Outreaches, Activities and Support

E.2.1 Telephone Campaign and Mailings

In 1998, after sending a traditional biannual mailing to all of our 133 chapters, we followed up with phone calls to a majority of our chapter chairs, following a "script" for consistency and

completeness. The ComSoc NY office staff called Regions 1-7, while Fanny Su and Jac Kevers handled Regions 8 and 10. IEEE Piscataway helped us contact Region 9 in Latin America. In addition to the new member activity offer (see below), we discussed their officers, the types of programs they run (or would like to run), attendance, etc.

This direct contact -- via mail, e-mail, and (especially) telephone conversations -- resulted in a stronger bond between ComSoc and its members. We learned a lot about our Chapters and we believe they have learned something about us. This was a labor intensive but very worthwhile effort. We now have a much-improved foundation for future chapter programs.

E.2.2 New Member Financial Incentive Program

In 1998, Membership Development offered chapters (who qualified) "financial incentives" if they would hold a meeting and specifically invite new members to attend. This was a follow up to the membership campaign held earlier in the year. The "incentive" ranged from \$200 to \$1000 based upon the number of new (1998) members coming into the chapter. (At least ten members had to be added in order for a chapter to qualify.) We are continuing this program in 1999 with another membership drive.

E.2.3 Chapter Visitation Program

In 1997, our Board of Governors implemented a Chapter Visitation Program in conjunction with its major conferences -- ICC and Globecom. ComSoc officers are encouraged to arrange visits to chapters in connection with their travel to/from these conferences. Interested chapters are encouraged to request such visits.

E.2.4 Local Chapter Receptions

At Globecom '97 we held a Local Chapter Reception and have held similar events at succeeding ICCs (spring) and Globecom (winter.)

E.2.5 Distinguished Lecturers Program

www.comsoc.org/~dlprog

Distinguished Lecture Tours are provided by the Society as a service to local Chapters. They may be arranged in response to a request from one or more Chapter Chairs, or initiated by our Vice President - Membership Development. Tours are generally set up to benefit

existing members and Chapters, but can also be effective means of generating new members and promoting the formation of new Chapters.

Funding is provided for a Distinguished Lecturer to address multiple groups during a lecture tour. (Note: individual lectures are not funded through this particular program.) The tour should involve a series of lectures, addressing at least three groups in three separate locations, with reasonable geographical proximity to each other.

E.3 Funding for Chapter Initiatives

www.comsoc.org/~chapters

Funding is available for “chapter initiatives”. Our Board of Governors has been encouraging chapters to try new ideas in order to stimulate interest/participation in various activities. Chapters with projects/ideas that they have been unable to expedite due to a lack of funds are encouraged to send a general business plan outlining their ideas to our Vice President – Membership Development. Assistance is available for any approved project up to \$500 per year. As a trial program, we provided a 2-year grant to the chair of our Latin American young members committee to establish a Hemerotheque (reading room) in Lima. The business plan calls for local corporate support after 1999.

E.4 Chapter of the Year Award

Local chapters are essential to making ComSoc relevant for members and the communications’ community at large. To recognize and honor our chapters for their efforts, ComSoc presents two Chapter-of-the-Year Awards annually – one at ICC and one at Globecom.

Chapters are judged on the basis of which chapter provided their members with the best overall set of programs and activities in the following categories:

1. Technical Activities
2. Social Activities
3. Membership Advancement, Fellow Nomination and Awards
4. Enlistment of New Communications Society Members

The award consists of a plaque in recognition of their outstanding leadership and a check for \$500. If necessary, reasonable travel expenses are provided to enable a Chapter Chair to attend the presentation of the award.



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F. Membership

F.1 Statistics

IEEE Communications Society Membership 1994-1998

	1994	1995	1996	1997	1998
US	21,694	21,885	21,668	22,276	27,217
Canada	2,075	2,085	1,984	2,005	2,370
Regions 8-10	12,146	13,441	14,309	15,177	19,241
Students	4,552	4,669	4,901	5,582	5,844
Affiliates	588	652	615	566	551
Total	36,503	38,063	38,576	40,024	49,379

Total membership increase of 35% from 1994 to 1998. The dramatic increase in membership in 1998 is primarily due of a more aggressive marketing strategy among current IEEE members who are not Communications Society members.

Non-US membership increased from 39% of membership to 44% of membership from 1994 to 1998. The current Communications Society membership profile is more international than overall IEEE membership where 32.9% of membership is recorded outside the US.

F.2 Membership Fees

The IEEE Communications Society membership fee of \$23.00 has not changed since 1994. Membership includes:

- A subscription to IEEE Communications Magazine, a monthly periodical.
- Free online access to the electronic edition of the magazine IEEE Communications Interactive (includes access to previous year's editions) (1997).
- Discount prices on optional society periodicals and electronic products.
- Discounts from conference registration fees.
- A subscription to ComSoc e-News, a bi-monthly e-mail newsletter (1998).
- New members receive a copy of the 128-page Communications Society volunteer directory, The ComSoc Community. The directory is available to any member on request (1997)

F.3 Recruiting Activities

- Annual membership brochure mailed to current and prospective members
- WWW site with interactive membership application (1998)
- Society exhibits at trade shows and conferences
- Free half year membership campaign for selected IEEE members (1998)
- Cooperation with IEEE for annual membership DM campaign
- Multimedia CD ROM describing society activities available on request (1998)

F.4 Market Share

Defining the universe for this market may not be possible for several reasons.

- The Communications Society is an organization of individual members and many competitive organizations limit their membership to corporate or government entities.
- The term "communications" has been adopted for multiple disciplines.
 - Communications sciences encompass several sub-disciplines of current and potential members such as broadband, wireless, satellite, cable, radio, Internet, optical and traditional telecommunications engineering.
 - ComSoc technical products and services are not designed for professionals in the communications arts who focus on language skills and human interactions.
 - A third communications area, which may include some interested individuals, concerns the social, legal and legislative (FCC) aspects of the implementations of telecommunications sciences, but has less direct import for engineers and scientists involved in industry, education, research and development.
 - The medical profession also addresses neurological elements of human communications in the areas of speech, hearing, logopedics and phoniatrics.
- The nature of the communications business is changing with telecommunications companies hiring IT professionals to replace traditional communications engineers.

F.5 Competition

Hundreds of organizations compete with ComSoc within smaller segments of the member universe such as a technical sub-specialty, geographic region, or corporate alliance. Few individual membership organizations compete with the same technical scope or geographic reach.

ComSoc's perceived competition includes other IEEE societies; local and national communications societies; the International Telecommunications Union (government); Association for Computing Machinery (both individual and corporate), and competitive technical forums. Membership also views as competitive certain magazines, journals and trade shows that provide products similar to society products for prospective

members.

F.6 Member Surveys

Survey results from 1996 and interim results from 1999 provide some insight into member satisfaction. In 1996, 78% of survey responses rating publications as a significant or the primary reason for membership and 70% perceived membership fees as exactly correct or a bargain. The 1999 interim results still rate publications as the major benefit of membership (with the same response rate as in 1996). Only 3.3% of responses indicated dissatisfaction with ComSoc membership. Ironically, fewer responders (64.4%) in 1999 thought the \$23 Communications Society fee either was a bargain or priced exactly right. The fee has not changed in the years between the surveys. Printed copies of the 1996 Member Survey Report and the 1999 Member Survey Report are available in the Communications Society office.

F.7 Primary/Secondary Societies of Members

Survey responses reveal that 30% of responding membership indicates that the IEEE Communications Society is the only society membership held; 40% indicate that IEEE is the primary affiliation.

Although ComSoc members hold membership in other organizations, few consider these primary memberships, with only ACM (1%) and National Societies (5%) recording any significant responses.

At the end of 1998, 61.5% of ComSoc members held membership in other IEEE societies, reflecting little change from 60% in 1995.

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G. Meetings

G.1 Introduction

On the plus side the M&C department has had a successful five years including the introduction of video streaming of selected sessions (See sample at http://www.comsoc.org/video/ICC/98/keynote_300.ram; to see more samples, go to <http://www.comsoc.org/video/index.html>.)

On the minus side, the M&C has not grown as fast as the industry and there is noticeable signs of decreasing surplus margins. Among the causes:

- With some noticeable exceptions (usually as a result of subsidy by the conference hosts), globalization (non-North American venues) has impacted conference margins negatively;
- Volunteer travel in connection with site selection, conference planning meetings, and attendance at other event de-briefing sessions has soared from nil to become a \$100,000 + annual exposure;
- While the number of paper submissions remains high, many believe that the quality has declined significantly;
- Uncertainty over the proper balance of conference program between technical papers versus panels, tutorials, workshops, and application sessions.
- The lack of a successful exhibition program.
- Competition from internal (other ComSoc meetings) and external meetings for papers and attendees.
- Decreased volunteer participation in conference management leading to increases in ComSoc staff and heavier reliance on outside management firms;
- A change in Volunteer management philosophy away from operating profitability due, in part, to changes in corporate support, time available from volunteers, and increasing Society reserves.

G.2 Financial Summaries

Eight meetings account for 80% or more of M&C surplus. The revenues, expenses, and surplus of these meetings for the past five-year are summarized in the spreadsheets accessible at

- [Chronological Summary showing totals by fiscal year end](#)
- [Overseas versus North American meetings for last five years](#)
- [Meetings Ranked by Surplus Margins and Total Surplus for the last five year](#)

G.3 Technical Paper Summary

ComSoc conferences depend heavily on technical paper submissions which form the backbone of the program for each conference. In addition, since technical paper authors pay full registration fees, paper presented contribute heavily to the surplus of ComSoc events. The number of submissions and acceptance ratios from different regions of the globe are shown below for the conferences indicated (see http://www.comsoc.org/confs/conference_manual/chap21/index.htm)

When asked for User Name, enter: `comsoc98`

When asked for Password, enter: `comsoc98`

GLOBECOM '93

GLOBECOM '94

GLOBECOM '95

GLOBECOM '96

GLOBECOM '97

ICC '93

ICC '94

ICC '95

ICC '96

ICC '97

G.4 Conference Management

IEEE ComSoc has developed its own M&C operation with a staff of three plus important support from ComSoc Finance Dept (about 1/4 person), Graphics Dept. (about 3/4 person), and IS (1/2 person). Most services, other than compliance monitoring by IEEE Conference Management, are contracted out. This model has produced substantial net revenues in the past but the future is far from secure due to the factors listed in G.1 Introduction.

While much of the contact between staff and volunteers is by phone or E mail, the M&C staff has developed a Meeting Management Manual (MMM) to assist Volunteers with the details of conference management. To view the Meeting Management manual:

http://www.comsoc.org/confs/conference_manual/index.html

When asked for User Name, enter: `comsoc98`

When asked for Password, enter: `comsoc98`

Though ComSoc continues to rely primarily on mail delivery of Advance Programs to attract registrants, its WWW page contains information on all forthcoming conference including, in the case of most larger conferences, a registration form. To view the conferences WWW site go to <http://www.comsoc.org> and click on conferences.

G.5 Policies and Procedures

To supplement areas not covered by IEEE Policies and Procedures, the ComSoc M&C Department has developed its own. These can be viewed in Chapter 23 of the MMM (see WWW address above).

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Chronological Summary showing totals by fiscal year end

	Date	Mtg Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Total Margin	ComSoc Surplus \$US	% ComSoc
Fiscal Year 1994								
1993 - 2ND HALF								
ICUPC'93	12-Oct-93	NA	287,828	176,733	111,094	39%	101,974	92%
MILCOM'93	11-Oct-93	NA	636,930	383,309	253,621	40%	123,621	49%
GLOBECOM'93	29-Nov-93	NA	488,674	328,468	160,206	33%	140,206	88%
1994 - 1st HALF								
NOMS'94	14-Feb-94	NA	638,264	363,360	274,904	43%	274,904	100%
INFO'94	12-Jun-94	NA	201,392	177,051	24,341	12%	16,429	67%
ICC'94	1-May-94	NA	837,830	531,018	306,812	37%	286,812	93%
Royalty Conf's								
OFC'94	21-Feb-93	NA	43,221	0	43,221	-	43,221	-
Grand Total			3,134,138	1,959,940	1,174,199		987,167	84%
Margin Totals			3,090,917	1,959,940	1,130,978	37%		

	Date	Mtg Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Total Margin	ComSoc Surplus \$US	% ComSoc
Fiscal Year 1995								
1994 - 2ND HALF								
ICUPC'94	27-Sep-94	NA	443,256	294,528	148,728	34%	133,855	90%
MILCOM'94	2-Oct-94	NA	1,095,621	739,386	356,235	33%	131,235	37%
GLOBECOM'94	27-Nov-94	NA	686,227	570,739	115,488	17%	95,488	83%
1995 - 1st HALF								
IM'95	1-May-95	NA	683,107	554,872	128,235	19%	128,235	100%
INFO'95	26-Apr-95	NA	206,254	152,467	53,787	26%	30,452	57%
ICC'95	18-Jun-95	NA	605,146	401,797	203,349	34%	183,349	90%
Royalty Conf's								
OFC'95 (*2)	20-Feb-94	NA	81,626	0	81,626	-	81,626	-
Grand Total			3,801,237	2,713,789	1,087,448		784,240	72%
Margin Totals			3,719,611	2,713,789	1,005,822	27%		

	Date	Mtg Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Total Margin	ComSoc Surplus \$US	% ComSoc
Fiscal Year 1996								

1995 - 2ND HALF

ICUPC'95	6-Nov-95	OS	254,221	203,521	50,700	20%	25,350	50%
MILCOM'95	5-Nov-95	NA	764,833	622,731	142,102	19%	92,366	65%
GLOBECOM'95	27-Nov-95	OS	719,605	618,264	101,341	14%	81,341	80%
1996 - 1st HALF								
NOMS'96	16-Apr-96	OS	496,560	447,984	48,576	10%	48,576	100%
INFO'96	24-Mar-96	NA	293,345	260,353	32,992	11%	16,496	50%
ICC'96	23-Jun-96	NA	919,432	564,177	355,255	39%	335,255	94%
Royalty Conf's								
OFC'96	1-Mar-96	NA	154,247	0	154,247	-	154,247	-
Grand Total			3,602,243	2,717,030	885,213		753,631	85%
Margin Totals			3,447,996	2,717,030	730,966	21%		

	Date	Mtg Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Total Margin	ComSoc Surplus \$US	% ComSoc
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Fiscal Year 1997

1996 - 2ND HALF

ICUPC'96	29-Sep-96	NA	278,987	222,898	56,089	20%	47,962	86%
MILCOM'96	21-Oct-96	NA	775,492	640,862	134,630	17%	87,552	65%
GLOBECOM'96	18-Nov-96	OS	1,348,109	1,094,341	253,768	19%	212,538	84%

1997 - 1st HALF

IM'97	12-May-97	NA	643,655	388,513	255,142	40%	255,142	100%
INFO'97	7-Apr-97	OS	311,589	210,565	101,024	32%	50,512	50%
ICC'97	8-Jun-97	NA	615,600	519,507	96,093	16%	80,807	84%

Royalty Conf's

OFC'97	16-Feb-97	NA	328,072	0	328,072	-	328,072	-
ENGCONF'97	5-May-97	NA	35,000	3,700	31,300	-	31,300	-

Grand Total			4,336,504	3,080,386	1,256,118		1,093,885	84%
Margin Totals			3,973,432	3,076,686	896,746	23%		

	Date	Mtg Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Total Margin	ComSoc Surplus \$US	% ComSoc
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Fiscal Year 1998

1997 - 2ND HALF

ICUPC'97	12-Oct-97	NA	453,699	331,988	121,711	27%	121,711	100%
MILCOM'97	4-Nov-97	NA	979,419	748,153	231,266	24%	138,760	60%
GLOBECOM'97	7-Nov-97	NA	691,050	525,109	165,941	24%	145,941	88%

1998 - 1st HALF

Chronological Summary

NOMS'98	15-Feb-98	NA	594,134	376,586	217,548	37%	217,548	100%
INFO'98	29-Mar-98	NA	366,611	301,670	64,941	18%	38,294	59%
ICC'98	7-Jun-98	NA	792,888	559,200	233,688	29%	193,688	83%
Royalty Conf's								
OFC'98	22-Feb-98	NA	400,166	0	400,166	-	400,166	-
ENGCONF'98	5-May-98	NA	51,100	0	51,100	-	51,100	-
Grand Total			4,329,067	2,842,706	1,486,361		1,307,208	88%
Margin Totals			3,877,801	2,842,706	1,035,095	27%		0%

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Comparison of N.American vs Other (overseas) Events

<u>Conference</u>	<u>Date</u>	<u>Total Surplus</u>	<u>Total Margin</u>	<u>ComSoc Surplus</u>
GLOBECOM'96	18-Nov-96	253,768	19%	212,538
GLOBECOM'95	27-Nov-95	101,341	14%	81,341
GLOBECOM'98	09-Nov-98	172,161	30%	152,161
ICUPC'95	06-Nov-95	50,700	20%	25,350
ICUPC'98	05-Oct-98	1,579	1%	1,263
INFO'97	07-Apr-97	101,024	32%	50,512
NOMS'96	16-Apr-96	48,576	10%	48,576
Overseas Total		729,149	18%	571,741
Overseas Average		121,525		95,290
North American Total		5,099,275	27%	4,270,479
North American Average		154,523		129,408
GLOBECOM'93	29-Nov-93	160,206	33%	140,206
GLOBECOM'94	27-Nov-94	115,488	17%	95,488
GLOBECOM'97	07-Nov-97	165,941	24%	145,941
ICC'94	01-May-94	306,812	37%	286,812
ICC'95	18-Jun-95	203,349	34%	183,349
ICC'96	23-Jun-96	355,255	39%	335,255
ICC'97	08-Jun-97	96,093	16%	80,807
ICC'98	07-Jun-98	233,688	29%	193,688
ICC'99	06-Jun-99	100,000	20%	100,000
ICUPC'93	12-Oct-93	111,094	39%	101,974
ICUPC'94	27-Sep-94	148,728	34%	133,855
ICUPC'96	29-Sep-96	56,089	20%	47,962
ICUPC'97	12-Oct-97	121,711	27%	121,711
IM'95	01-May-95	128,235	19%	128,235
IM'97	12-May-97	255,142	40%	255,142
IM'99	26-May-99	145,000	48%	145,000
INFO'94	12-Jun-94	24,341	12%	16,429
INFO'95	26-Apr-95	53,787	26%	30,452
INFO'96	24-Mar-96	32,992	11%	16,496
INFO'98	29-Mar-98	64,941	18%	38,294
INFO'99	25-Mar-99	75,000	20%	75,000

MILCOM'93	11-Oct-93	253,621	40%	123,621
MILCOM'94	02-Oct-94	356,235	33%	131,235
MILCOM'95	05-Nov-95	142,102	19%	92,366
MILCOM'96	21-Oct-96	134,630	17%	87,552
MILCOM'97	04-Nov-97	231,266	24%	138,760
MILCOM'98	18-Oct-98	6,701	1%	4,021
NOMS'94	14-Feb-94	274,904	43%	274,904
IM'95	01-May-95	128,235	19%	128,235
IM'97	12-May-97	255,142	40%	255,142
NOMS'98	15-Feb-98	217,548	37%	217,548
IM'99	26-May-99	145,000	48%	145,000
TOTAL		5,099,275	27%	4,270,479
AVG: N. AMERICA		154,523		129,408

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Individual Meeting Performance Comparison

Event	Date	Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Margin	ComSoc Surplus \$US
OFC'94	21-Feb-93	NA	43,221	0	43,221	-	43,221
OFC'95	20-Feb-94	NA	81,626	0	81,626	-	81,626
OFC'96	1-Mar-96	NA	154,247	0	154,247	-	154,247
OFC'97	16-Feb-97	NA	328,072	0	328,072	-	328,072
OFC'98	22-Feb-98	NA	400,166	0	400,166	-	400,166
TOTAL			1,007,332		1,007,332		1,007,332
AVG per YEAR			167,889		167,889		167,889

Event	Date	Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Margin	ComSoc Surplus \$US
ICC'94	1-May-94	NA	837,830	531,018	306,812	37%	286,812
ICC'95	18-Jun-95	NA	605,146	401,797	203,349	34%	183,349
ICC'96	23-Jun-96	NA	919,432	564,177	355,255	39%	335,255
ICC'97	8-Jun-97	NA	615,600	519,507	96,093	16%	80,807
ICC'98	7-Jun-98	NA	792,888	559,200	233,688	29%	193,688
TOTAL			3,770,896	2,575,699	1,195,197	46%	1,079,911
AVG per YEAR			628,483	429,283	199,200	46%	179,985

Event	Date	Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Margin	ComSoc Surplus \$US
MILCOM'93	11-Oct-93	NA	636,930	383,309	253,621	40%	123,621
MILCOM'94	2-Oct-94	NA	1,095,621	739,386	356,235	33%	131,235
MILCOM'95	5-Nov-95	NA	764,833	622,731	142,102	19%	92,366
MILCOM'96	21-Oct-96	NA	775,492	640,862	134,630	17%	87,552
MILCOM'97	4-Nov-97	NA	979,419	748,153	231,266	24%	138,760
MILCOM'98	18-Oct-98	NA	827,272	820,571	6,701	1%	4,021
TOTAL			5,079,567	3,955,012	1,124,555	28%	577,555
AVG per YEAR			846,594	659,169	187,426	28%	96,259

Event	Date	Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Margin	ComSoc Surplus \$US
NOMS'94	14-Feb-94	NA	638,264	363,360	274,904	43%	274,904
IM'95	1-May-95	NA	683,107	554,872	128,235	19%	128,235
NOMS'96	16-Apr-96	OS	496,560	447,984	48,576	10%	48,576

IM'97	12-May-97	NA	643,655	388,513	255,142	40%	255,142
NOMS'98	15-Feb-98	NA	594,134	376,586	217,548	37%	217,548
TOTAL			3,055,720	2,131,315	924,405	43%	924,405
AVG per YEAR			509,287	355,219	154,068	43%	154,068

Event	Date	Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Margin	ComSoc Surplus \$US
GLOBECOM'93	29-Nov-93	NA	488,674	328,468	160,206	33%	140,206
GLOBECOM'94	27-Nov-94	NA	686,227	570,739	115,488	17%	95,488
GLOBECOM'95	27-Nov-95	OS	719,605	618,264	101,341	14%	81,341
GLOBECOM'96	18-Nov-96	OS	1,348,109	1,094,341	253,768	19%	212,538
GLOBECOM'97	7-Nov-97	NA	691,050	525,109	165,941	24%	145,941
GLOBECOM'98	9-Nov-98	OS	749,066	576,905	172,161	30%	151,161
TOTAL			4,682,731	3,713,826	968,905	26%	826,675
AVG per YEAR			780,455	618,971	161,484	26%	137,779

Event	Date	Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Margin	ComSoc Surplus \$US
ICUPC'93	12-Oct-93	NA	287,828	176,733	111,094	39%	101,974
ICUPC'94	27-Sep-94	NA	443,256	294,528	148,728	34%	133,855
ICUPC'95	6-Nov-95	OS	254,221	203,521	50,700	20%	25,350
ICUPC'96	29-Sep-96	NA	278,987	222,898	56,089	20%	47,962
ICUPC'97	12-Oct-97	NA	453,699	331,988	121,711	27%	121,711
ICUPC'98	5-Oct-98	OS	248,695	247,116	1,579	1%	1,263
TOTAL			1,966,685	1,476,785	489,900	33%	432,115
AVG per YEAR			327,781	246,131	81,650	33%	72,019

Event	Date	Loc	Revenue \$US	Expense \$US	Total Surplus \$US	% Margin	ComSoc Surplus \$US
INFO'94	12-Jun-94	NA	201,392	177,051	24,341	12%	16,429
INFO'95	26-Apr-95	NA	206,254	152,467	53,787	26%	30,452
INFO'96	24-Mar-96	NA	293,345	260,353	32,992	11%	16,496
INFO'97	7-Apr-97	OS	311,589	210,565	101,024	32%	50,512
INFO'98	29-Mar-98	NA	366,611	301,670	64,941	18%	38,294
INFO'99	25-Mar-99	NA	450,000	375,000	75,000	20%	75,000
TOTAL			1,829,191	1,477,106	352,085	24%	227,183
AVG per YEAR			304,865	246,184	58,681	24%	37,864

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H. Publications

(This section is also our response to the requested information and recommended format for the TAB Periodicals Review Committee.)

H.1 General Information

IEEE Communications Society Publication policies and procedures, Sections 5.5 and 5.6 of our P&P file, may be accessed at (Posting is pending)

In sum, soliciting customer comments on the relevance of our magazines and journals is a continual and on-going practice in ComSoc. We conducted a detailed member survey in 1996 and in 1999. Each of our on-line publications has the standard "EMail" response feature. For our flagship publication, *IEEE Communications Magazine*, our editorial calendar is tied to a technical conference and exposition schedule and the feature topics are chosen, to a large degree, based on the readership our advertisers are trying to reach.

In 1997 we began publishing our archival journals on-line as part of the IEEE OPERA program. That continues today. We also began regular on-line publication of CI (*Communications Interactive*), posting on the first business day of the issue month. In May 1998, we began direct-to-plate print publishing for all our magazines. In addition to saving some production cost, this practice enabled us to extend our advertising sales deadline an additional three days.

We now publish all three of our magazines on-line and, since January 1999, we have offered a "Digital Library" on-line subscription to two magazines and four journals. All print subscribers get the on-line version of their subscription at no additional cost.

IEEE Communications Society Subscription Statistics: 1994-1998 Total IEEE Subscriptions-members & nonmembers

Publication	Dec-98	Dec-97	Dec-96	Dec-95	Dec-94
IEEE Communications Magazine	51,833	42,662	41,133	38,718	36,504
IEEE Network	13,139	14,921	14,439	12,681	13,103
IEEE Personal Communications	9,360	9,943	10,735	10,870	12,372
IEEE Transaction on Communications	9,015	9,409	9,649	9,786	10,416
IEEE Journal on Selected Areas in Communications	6,995	7,294	7,577	7,680	8,100
IEEE/ACM Transactions on Networking (ComSoc members only)	2,081	2,121	2,116	2,363	2,202
IEEE Communications Letters	3,748	3,994	2,450		

H.2 Individual Publications (Overview) (<http://www.comsoc.org/pubs/index.html>)

IEEE Communications Society print publications include three magazines, three (fully) sponsored journal/transactions, and one newsletter. We also publish on-line versions of these publications and two on-line-

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only publications: Communications Surveys and the E-Mail newsletter, E News.

IEEE Communications Letters, (1997-), provides researchers with venue for sharing current results and developments in a timely manner. *IEEE Transactions on Communications* (1953-) is regarded as "the source" for communications theories and practical applications. The *IEEE Journal on Selected Areas in Communications* (1983-) is primarily for researchers with each issue focused on one specific communications topic. (This year JSAC increased from 9 to 12 issues annually through the addition of four issues devoted to Wireless technology.)

Co-sponsored print publications (not included in this review) include the IEEE/ACM Transactions on Networking, jointly sponsored by the IEEE Communications Society, the IEEE Computer Society, and the Association for Computing Machinery (ACM); the IEEE/OEA Journal of Lightwave Technology, and the IEEE Transactions on Applied Superconductivity.

Magazines include *IEEE Communications Magazine* is written in applications-driven, tutorial style by the industry's leading experts using a feature topic approach. *IEEE Network* covers the interconnection of computing systems and all other aspects of computer communications. *IEEE Personal Communications* is an interdisciplinary bimonthly and covers technical and policy issues relating to personal, location-independent communications in all media and at all protocol layers.

We also technically cosponsor *IEEE MultiMedia* and *IEEE Internet Computing*; both published by the IEEE Computer Society.

H.3 Individual Details by Product

H.3.1 *IEEE Communications Magazine*, 12 issues annually. (<http://www.comsoc.org/pubs/commag/index.html>)

This publication makes money primarily on ad sales and non-member sales. The majority of papers are invited and organized by the feature editor. Andrzej Jajszczyk (andrzej.jajszczyk@itti.com.pl) has been the EIC for the past 18 months. We use our internal policies/procedures related to style requirements, review procedures, etc. The current editor was previously the EIC of IEEE Global Communications Newsletter.

Self Assessment: Strengths include topic format, wide readership, interesting and timely feature topics and special issues. However, due to a distributed nature of editing (some responsibilities are moved to external guest editors), from time to time, there are quality variations in some articles. We do have better coverage of the hottest topics and the style of the published articles is more consistent. Issues are consistently mailed on the first of the month, posted on the first day of the issue month.

Competitor publications (IEEE or industry): There are numerous magazines devoted to communications. They usually differ from *IEEE Communications Magazine* by shallower and shorter articles, often containing vendor-related information. Sometimes our competitors are faster in publishing articles on new technologies (they do not have relatively long and thorough review process as we have; quite often they do not depend on volunteers as we do.)

Paper Processing: For feature topics / special issues: A one to three-page proposal is submitted by Guest Editor to the Editor-in-Chief. The proposal describes the significance, direction, and anticipated feature article content of the Feature Topic. The

proposal includes the Subject; Guest Editors and their short biographies; Purpose, significance, and a general description of the Feature Topic; Proposed articles (provisional titles, potential authors, scope of the articles; and Tentative schedule (manuscripts due, acceptance notification, final revised manuscripts due, manuscripts to publisher).

The proposal is reviewed by the Senior Technical Editors and the final decision to accept/reject/modify the proposal is taken by EIC. When accepted, the feature topic is scheduled and an Editorial Liaison is assigned by EIC. Guest Editors handle the review process. Editorial Liaison handles review of all articles authored or co-authored by Guest Editors, as well as checks all accepted articles.

For standalone articles, manuscripts are received by the Senior Technical Operations Editor who sends them to an appropriate technical editor. The technical editor obtains three reviews (in exceptional cases 2) and makes a decision to accept/reject/modify the article. The EIC schedules the accepted articles and mediates when a dispute arises. (The EIC mediates disputes by reading the manuscript and getting extra reviews if necessary.)

Citations: In 1997, 144 Communications Magazine articles were cited. In the "EEE" sorting it was cited more than any other IEEE magazine ranked and was #23 among all IEEE publications.

H.3.2 **Personal Communications Magazine** - six issues annually. (<http://www.comsoc.org/pubs/pcm/index.html>)

Tom La Porta (tlp@bell-labs.com), has been the EIC for the past 3 years. He was previously a technical editor for the magazine and was recruited by his predecessor. The member subscription fee is \$25 and the on-line version is included for member subscribers at no additional charge.

Self Assessment: The main weakness is that papers received from open call tend to be very weak. In the past three years, we have increased to six issues from four per year. Also we have adopted an approach of having 5-6 special or focus issues per year to lessen our reliance on open call papers.

Competitor Publications: Our main competitors are two ACM/Baltzer publications: *Wireless Network* and *Mobile Networks and Applications*. *Wireless Networks* covers the lower layer and communication aspects of mobile networks. *Mobile Networks* covers the networking and application aspects. Within IEEE, there is some overlap with our own *Communications* and *Network* magazines, which is to be expected.

Paper Processing: For open call papers, the technical editor gets 1-3 reviews within about 4-6 weeks and makes publication recommendations. When a dispute arises, the EIC mediates. When a paper is accepted, the EIC collects all final materials, and schedule publication based on backlog and forwards the materials to IEEE. For special issues: Guest editors send abstracts of all papers to the EIC and in many cases first drafts. Guest editors handle the review process and send all final materials to the EIC who forwards to IEEE.

Technical editors get 1-3 reviews depending on their expertise and the paper. The EIC mediates disputes by reading the paper or getting an extra review.

The publication is on time. The average time (in months) to publish paper upon receipt from author is about 6 months. Backlog is not a problem.

H.3.3 **IEEE Network Magazine** (<http://www.comsoc.org/socstr/org/operation/techcom/ntwrk>)

Jorg Liebeherr (jorg@cs.virginia.edu) has been the EIC for the past 7 months. He was nominated by the previous Editor in Chief who also provided training in a five month-transition period. The member subscription fee is \$25 and the on-line version is included for member subscribers at no additional charge.

Self Assessment: Strengths include a fast, but very rigorous review process. The submission and review process is electronic. Special issues on timely topics are highly competitive (acceptance rate is currently 15-25 percent of submissions.) **Network** has received several IEEE ComSoc best magazine paper awards in recent years. The major weakness is that the operations of the magazine is overly centralized at the Editor in Chief and readership has been declining.

Exceptional features during the last three years include "An Overview of Quality of Service Routing for Next-Generation High-Speed Networks," S. Chen et. al., **IEEE Network**, Nov/Dec. 1998; and "Wide-Area Internet Traffic Patterns and Characteristics," K. Thompson et. al., Nov/Dec 1997.

Competitor publications include IEEE Computer Society's **Internet Computing** which focuses on issues of Internet computing (e.g., Internet commerce and applications). Articles are high-level. IEEE Multimedia Magazine is also competitive and they publish articles on multimedia authoring, storage, and transmission.

Paper Processing: For our Open Call, the papers are submitted electronically to Editor in Chief who logs in, then disseminates papers to a minimum of 3 reviewers per paper); At least one reviewer must be a member of the editorial board. The Editor in Chief collects reviews and writes a report to the authors with the editorial decision (accept, minor revision, major revision, reject).

Guest editors of special issues are assigned a liaison editor who supervises the issue to insure that accepted papers adhere to the editorial mission of the magazine. The Editor in Chief assigns a liaison editor, normally a Senior Technical editor, to an issue. Papers are submitted to the guest editor(s) who collect(s) a minimum of three reviews per submission. Based on the reviews, the guest editor(s) propose(s) a set of papers for publication to the liaison editor. These papers (and their reviews) are reviewed by the liaison editor for compliance with quality standard and editor mission of **IEEE Network**. Any disputes are handled by Editor in Chief, who may consult with the Senior Technical Editors.

Currently, the time from submission to publication is 5 months - one year. We maintain this timing through rigorous management of the review process and of special issues. Backlog has not been an issue. At this time, a backlog is prevented through increasing quality standards.

H.3.4 **IEEE Communications Letters** (<http://www.comsoc.org/pubs/jrnal/commlet.html>)

Additional information from the EIC Zeke Bar-Ness (barness@megahertz.njit.edu) is

pending. Member price is \$20

H.3.5 *IEEE Transactions on Communications* (<http://www.comsoc.org/pubs/jrnal/transcom.html>)

Des Taylor (taylor@elec.canterbury.ac.nz) has served as EIC for 3.5 years. He was asked to become the EIC after having served on the editorial for more than 10 years. At that time, he was a senior area editor. This year the TCOM introduced electronic submission procedures. Member price is \$27.

Self Assessment: A principal strength of the Transactions is that it is the premier journal covering the theoretical aspects of communications. No other journal can match its depth of coverage. Its weakness is the small number of papers that deal with experimental work or field trials of actual systems.

Competitor publications (IEEE or industry) include *IEEE Transactions on Vehicular Technology*, providing competing coverage in the area of wireless communications. The *Journal of Lightwave Technology* provides competing coverage in optical communications. IEE Transactions and the European Transactions on Telecommunications are the principal journals providing essentially the same topic coverage.

Paper Processing: Manuscripts are received by the EIC, and logged into a master database. After consultation with an area editor, they are assigned to a reviewing editor who conducts the review process through to either the rejection of the manuscript or its acceptance for publication.

Throughout the process of reviewing and revising manuscripts, the Transactions make no use of IEEE ComSoc editorial offices. Following acceptance, the manuscript is handed over to the Publications Editor of the Transactions, who groups papers together to form issues, deals with getting completed copyright forms, electronic copy and biographies and photos of authors. When an issue is complete, it is then forwarded as a package to the IEEE Service Center in Piscataway for actual publication.

A reviewing editor on receipt of a paper normally seeks three independent expert reviewers to provide reviews of the manuscript. Upon receipt of the reviews, the reviewing editor makes a decision to either accept the paper or to accept it subject to revision and a further round of reviews or to reject the manuscript. He then informs the author with a copy of his correspondence to the EIC to allow for updating of the database.

	1997	1998	1999
Papers submitted	591	541	420
Acceptance/Rejection Ratio	40%	40%	54%
Average time (in months) to publish paper upon receipt from author	15	17	19
Backlog of papers	0	0	0

In order to reduce the review cycle, the Transactions has now moved to accepting electronic submission of manuscripts and is trying to conduct much of the correspondence associated with the review process electronically.

The Transactions has been participating in OPeRA and in the IEL effort. In addition, ComSoc is developing a digital library project to provide a complete historical archive on CD-ROM of all ComSoc publications from their beginning to the present.

H.3.6 *IEEE Journal on Selected Areas in Communications* (<http://www.comsoc.org/pubs/jrnal/jsac.html>)

Larry Milstein (milstein@ece.ucsd.edu) has been the EIC for 3 years. He was recruited by William Tranter (past EIC). Larry was not trained other than having served as a senior J-SAC editor. The member price for 12 issues of JSAC is \$32.

Self Assessment: The major JSAC strength is the dedication of each issue to a particular timely topic. A weakness is that each issue is guest-edited by a different set of people, and so the memory in the system is low. The most significant recent accomplishment was the start of a four-issue per year series on Wireless Communications. Competitor publications include *IEEE Transactions on Communications* and *IEEE Transactions on Vehicular Technology*.

Because each issue of J-SAC is devoted to a specific topic, it is not a typical "queued" journal. Thus, each issue is treated as an individual journal with its own set of editors and deadlines. For more complete procedures, see the J-SAC webpages at <http://www.argreenhouse.com/society/J-SAC>.

Competitors include all the publications listed in the Journal Citation reports filtered for Telecommunications. In 1997 in terms of total citations TCOM was #1, JSAC was #3, and Communications magazine was #7. Competitors in the top seven were IEEE T Antennas and Propagation, Radio Science, AT&T Technical Journal, and IEEE T Vehicular Technology.

Review process: Each J-SAC issue starts out as a proposal submitted by a group of potential guest editors. The J-SAC Editorial Board evaluates the proposals. If accepted, a Call for Papers is advertised for that particular issue. The set of guest editors for that issue are responsible for all processes from gathering of the papers, to getting the reviews, to submitting the entire issue from start to finish for publication. The review process is handled by the individual set of guest editors for each issue. They are responsible for setting up the review procedures. The J-SAC procedures do insist that each paper receive at least three reviews. Any disputes are typically handled by the guest editors and are rarely brought to the attention of the J-SAC EIC or J-SAC Editorial Board. The average percentage of rejection is 62%.

	1997	1996	1995
Papers submitted	413	386	400
Acceptance Ratio	34%	42%	38%
Number of Papers Disputed	-	-	1

Publication Delays: J-SAC is printed/published as dated on the front cover. The nature of J-SAC does not allow for a backlog of papers. Typical publishing time for a paper is 18 months from the date it is received to publication. The J-SAC procedures have a built-in safety net for delays in that our issues are submitted to publishing 4 months prior to publication. J-SAC also has the flexibility of shifting issues to avoid

delays. J-SAC has been on-line through OPeRA since 1997.

H.4 Background Information

Subscribers and Page budget statistics are included in the financial spreadsheets. All of our publications are produced electronically. All publication production is managed by IEEE Communications Society or by IEEE Publications.

H.5 For Transactions/Journals Only

Editorial issues are covered under each publication.

H.6 Financial Information ([See financial information for the 5 years ended 1994-1998](#))

H.7 Compliance with IEEE Policies and Procedures

IEEE Communications Society is fully compliant with each section of the IEEE Publications policies and procedures

H.8 Outcome from Last Review

- This is the first IEEE Communications Society Periodicals "3-year" review.
- Publications-related recommendations from the 1994 Society Review are as follows: Transactions circulation continues to erode because of decreasing reader interest in the material published. ...Their essential problem seems to be the 3-4 year lead-time to have articles published in the journals/transactions.
- Statement on how issues/concerns were met: Based on the data below and for the sample (July) issue shown, inconclusive overall, not very well except for JSAC.

The average total weeks from submission to publication for the May or June issue of the publication shown:

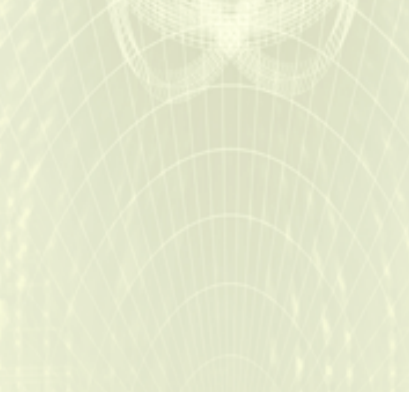
	1995	1996	1997	1998
TCom	170	170	120	146
Comm Letters	-	-	20	36
JSAC	55	55	60	29

H.9 Future Plans

Included under each publication.

H.10 Review Milestones

DATE	TASK
07 Dec 1998	Mail material to Society President and Editors
31 July 1999	Post initially report on the Web site for the Review Cmte.
10 Sept 1999	Receive response & circulate to Review Committee (Post any additional information from prior BB exchange.) (Prior to 11 Nov., conduct any requested teleconferences)

- 
- 11 Nov 1999 Committee meet at TAB meeting prior to review
 - 11 Nov 1999 Meet Society at TAB (if required) to summarize Review
 - 10 Jan 2000 Dispatch review report to S/C for comments
 - 11 Feb 2000 Receive S/C comments
 - 13 Feb 2000 Submit final report to TAB

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NOTE: Please close this window to go back to the Five Year Documentation

H.6. FINANCIAL INFORMATION

For the 5 years ended 1994-1998

Section 1: Fee Structure

	1994		1995		1996		1997		1998	
	Member	Non Memb	Member	Non Memb	Member	Non Memb	Member	Non Memb	Member	Non Memb
Dues	23.00	n/a	23.00	n/a	23.00	n/a	23.00	n/a	23.00	n/a
Subscriptions										
Comm. Magazine	n/a	135.00	n/a	140.00	n/a	145.00	n/a	145.00	n/a	145.00
Trans. On Communications	27.00	255.00	27.00	295.00	27.00	330.00	27.00	330.00	27.00	330.00
JSAC	25.00	225.00	25.00	265.00	25.00	295.00	27.00	320.00	27.00	320.00
Network Magazine	22.00	115.00	22.00	120.00	22.00	130.00	22.00	130.00	22.00	130.00
Personal Communications Magazine	15.00	75.00	22.00	120.00	22.00	130.00	25.00	150.00	25.00	150.00
Comm. Letters	n/a	n/a	n/a	n/a	n/a	n/a	15.00	80.00	16.00	80.00

Section 2: Surplus/Loss (Publ. Profitability, Gross Margin)

Direct Costs Only

	1994		1995		1996		1997		1998	
	Rev/(Exp)	Surp/(Def.)	Rev/(Exp)	Surp/(Def.)	Rev/(Exp)	Surp/(Def.)	Rev/(Exp)	Surp/(Def.)	Rev/(Exp)	Surp/(Def.)
Comm. Magazine (Incl. Dues)*	1,834(831)	1,003	2,263(1,103)	1,160	2,339(1,260)	1,079	2,451(1,268)	1,183	2,693(1,481)	1,212
Trans. On Communications	852(516)	336	896(714)	182	998(514)	484	916(446)	470	943(408)	535
JSAC	460(324)	136	490(320)	170	543(412)	131	583(341)	242	563(315)	248
Network Magazine*	461(101)	360	459(146)	313	464(110)	354	502(144)	358	491(143)	348
Personal Communications Magazine*	237(70)	167	386(122)	264	324(107)	217	347(106)	241	357(114)	243
Comm. Letters	n/a	n/a	n/a	n/a	0(14)	(14)	62(90)	(27)	92(155)	(63)
Total	3,844(1,842)	2,002	4,494(2,405)	2,089	4,668(2,403)	2,251	4,861(2,395)	2,467	5,139(2,616)	2,523

* The costs for staff and overhead costs are not allocated

Section 3: % and \$ income support

part A: APP

	1994		1995		1996		1997		1998	
	\$'s	%	\$'s	%	\$'s	%	\$'s	%	\$'s	%
Comm. Magazine	106		119		131		151		163	
Trans. On Communications	175		189		220		198		220	
JSAC	126		145		161		195		203	
Network Magazine	85		87		102		103		122	
Personal Communications Magazine	41		106		62		62		91	
Comm. Letters	n/a		n/a		n/a		35		37	
Total	533	24%	645	23%	675	23%	745	24%	835	26%

part B: Non-Member Subscriptions

Comm. Magazine	146		164		187		190		183	
Trans. On Communications	359		411		454		444		416	
JSAC	140		174		195		210		198	
Network Magazine	93		97		109		107		104	
Personal Communications Magazine	9		23		62		46		51	
Comm. Letters	n/a		n/a		n/a		2		5	
Total	746	33%	868	31%	1,007	34%	998	32%	957	29%

part C: Advertising Revenues

Comm. Magazine	887		1,194		1,228		1,331		1,412	
Network Magazine	36		37		22		21		21	
Personal Communications Magazine	30		40		29		40		23	
JSAC	11									
Total	964	43%	1,271	46%	1,279	43%	1,391	44%	1,456	45%

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I. Globalization Efforts

I.1 Society Review on Sister Societies (www.comsoc.org/~ss)

Since 1996, the IEEE Communications Society has had collaboration agreements in place with communications professional organizations around the world. We refer to these organizations as Sister-Societies. We believe that collaboration with other professional communications organizations broadens the worldwide platform for technical presentation and debate.

To promote national sister-society agreements and foster IEEE Society relations, in 1998 ComSoc established a Society Relations Council headed by a Vice President – Society Relations. Reporting to him are the Director – International Societies and the Director – IEEE & U.S. Societies.

Also, our President began sharing “one voice” issues with sister-society Presidents via an e-mail-discussion group whereby Sister Society Presidents can quickly and conveniently communicate. Correspondence ranges from informal to formal topics common to many or all the Societies. Consensus positions could be a powerful catalyst for change and mutual sharing of information will only benefit our societies; at this time, all Societies participate in this forum.

I.2 Listing of Sister Societies

This is our fourth year of sister-society relationships and we are well into the stage of renewing agreements (with increased benefits) with many of them. We are pleased that our sister-society program continues to grow (11 as we entered 1999), and we and look forward to welcoming several new societies as we close out the millennium.

BRAZIL	Sociedade Brasileira de Telecomunicacoes (SBT)
CHINA	China Institute of Communications (CIC)
CHINA	The Chinese Institute of Electronics (CIE)
FRANCE	Societe Des Electriciens et Des Electroniciens (SEE)
INDIA	The Institution of Electronics and Telecommunication Engineers (IETE)
ITALY	Associazione Elettrotecnica ed Elettronica Italiana (AEI)
JAPAN	The Institute of Electronics, Information and Communication Engineers (IEICE)
KOREA	The Korean Institute of Communication Sciences (KICS)
RUSSIA	The Russian Popov Society for Radio Engineering, Electronics, and Communications (Popov)
TAIWAN	Chinese Institute of Electrical Engineering (CIEE)
USA	Internet Society (ISOC)

I.3 Global Representation

Key to the Society's relative success as a global organization, as measured by membership and elected-official demographics, is a commitment to an active recruitment for all appointed positions. The results are evident in our leadership directory, in our selection of EICs, and member of Editorial Boards, and in the work of our Nominations and Elections committee.

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I.4 Diverse Volunteerism

To help facilitate volunteerism and participation on a global scale the Society has deliberately chosen less profitable, non-US venues for its major conferences on a regular basis. (As shown in J.3, non-US events have shown a pattern of significantly lower net revenue.)

I.5 Global Communications Newsletter

Every issue of our flagship publication, Communications Magazine, includes our Global Communications Newsletter. This newsletter is written by 12 regional correspondents and covers Chapter news and other events from around the world. It is available to the general public -- see <http://www.comsoc.org/pubs/gcn/index.html>

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J. Competition

J.1 Publications

Our core business is to attract the best intellectual property in the world in our field. Competitors include all the publications listed in the ISI Journal Citation reports filtered for Telecommunications. In 1997 in terms of total citations, TCOM was #1, JSAC was #3, and Communications magazine was #7. Competitors in the top seven were IEEE T Antennas and Propagation, Radio Science, AT&T Technical Journal, and IEEE T Vehicular Technology.

We also compete for ad revenues in the magazine market with both commercial and other not-for-profits that can be either subscription or controlled circulation. Based on AdScope, Inc data, we have a 4.7% ad page market share and a 3.1% revenue market share. Major competitors are Telephony (Primedia Intertec), Wireless Design and Development (Cahners); America's Network (Advanstar), Communications Systems Design (Miller Freeman) and perhaps a half-dozen more.

J.2 Membership

See Section F.5. Membership Competition in this report.

J.3 Meetings and Conferences

Our main competition is for the available supply of quality technical papers. Lack of time and the increasingly proprietary nature of research and application work in the industry are reducing the number of industry papers. The supply of quality academic papers is spread over an increasing number of events. In 1998 we had some level of sponsorship with our name in some 43 events of interest to our members around the world. Of these, we had a financial interest of some level in only 15.

Our member survey results indicate 45% of our members do not go to any events as paid registrants and 16% go to only 1-2 events per year. Since 71% of our members are in private industry or self employed, numerous "Trade shows" are significant competitors for our members time.

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K. Standards

The ComSoc Standards Committee is made up of a maximum of five representatives selected from nominations from the ComSoc Technical Committees. The principal task of the Standards Committee is to encourage, nurture, and guide ComSoc standards initiatives and the resulting Working Groups. The Standards Committee shall proactively advance the visibility and influence of ComSoc standards activities. The Standards Committee is responsible for maintaining and interpreting the content of the

"IEEE Communications Society Policies and Procedures on Standards Development Activities" document. The Standards Committee Chair reports to the ComSoc Vice President-Technical Activities. The Standards Chair is also responsible for maintaining relations with the IEEE Standards Board and its standing committees.

To obtain the list of ComSoc standards projects search the string "Communications Society" at <http://www.standards.ieee.org/db/status>

K.1 Web Site

Development work on the ComSoc Standards Committee web site is ongoing and includes the establishment of a "Standards Developer's Corner" (or like title). It will contain the existing link to all ComSoc projects as well as information and hot links to information and "forms." The goal is to help in the establishment and management of a standards project from initiation to final approval of a completed standard.

K.2 Project 1520

Project P1520 "Standards for Application Programming Interfaces for Networks", sponsored by ComSoc's Communications Software Technical Committee, is the newest ComSoc project. P1520 held a formation meeting in October 1997 and the PAR was approved by the December 1997 IEEE Standards Board. The Working Group, Weiguo Wang chair, has three sub-working groups: ATM Switching, Circuit Switching using SS7 signaling and IP switching and routing. The SS7 WG may be expanded to include work in the area of Media Gateways. A full report and details on P1520 can be found at: <http://www.ieee-pin.org>

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L. Education

L.1 Short Courses

Short Course programs before and after major conferences are very popular and represent a significant portion of net revenue production for these events. We typically pay an honorarium to the presenter and use advance registrations as a basis for our cancellation policy. The course notes and discussion opportunities provide registrants a specific rationale for attending the conference.

L.2 Distinguished Lecture Program

Covered in E. Chapters. See also <http://www.comsoc.org/~dlprog>

L.3 Continuing Education

The singular accomplishment of note was the taping of one of our tutorials for repackaging and sale on a CD-ROM. The project brought together IEEE Education staff, the South Jersey Section, and one of our better tutorial presenters. The format includes a video headshot of the instructor, a scrolling "searchable" transcription of what the instructor is saying and his visual aids. The South Jersey Section sold registrations to provide a live audience for the taping. The proprietary format belongs to Eloquent Inc.

L.4 Books/IEEE Press

The society cooperates fully with IEEE Press in the search for timely topics and talented authors. We also share exhibit booth space at major trade shows with the Press and are responsible for substantial sales at these events.

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M. Long Term Goals/New Directions

The Society's Strategic planning committee has responsibility for reviewing the Vision and Mission statements, for developing our "strategic elements" and tracking our progress, and for participating in a major way in our January Management Retreat. Our list of Strategic elements through which we carry out our vision and mission are five in number:

1. Double ComSoc's membership by the year 2002 and increase the size of the Virtual ComSoc Community 10 fold ([Real and Virtual ComSoc](#)).
2. Increase comsoc's visibility to its members.
3. Strengthen the society's partnership with industry,
4. Strengthen and expand cooperation with comsoc's sister and other IEEE Societies
5. Accelerate development of electronic processes for our information gateway, including the web.

Future directions come to the attention of the Strategic planning committee through a number of processes including: Preparation of our report to the TAB New Technology Directions Committee, through special issues and feature topics in our magazines, through Conferences (hot topics), through member and customer surveys and through the personal sense of mission of our Volunteer leaders.

In 1997 planing for the Society's 50th Anniversary in 2002 was initiated and the business plan was approved by the BoG in June 1998. ([Summary Presentation](#)). You can also download the PowerPoint file ([50th30may.ppt](#) - 303KB). The 50th anniversary serves as a milestone for much of our current planning for the ComSoc of the future.

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N. Interaction with TAB

In our 1994 five-year review, then president Paul Green wrote "Every President, up to and including the present one, has started out attending one or two TAB meetings and has given it up on the grounds that it takes up a great deal of time that could be more effectively spent on behalf of the Society in other ways."

The interaction and relationship with TAB has improved considerably since 1994 primarily due to the commitment of ComSoc staff time to the operational and management aspects of TAB that affect the Society directly. However, the situation described by Paul Green still prevails at the Volunteer leadership level due to time pressures and a primary responsibility for directing the activities of a large, active, and growing Society. At some level of ComSoc membership, perhaps 50,000, TAB should become an advocate for ExCom membership for the Division III Director.

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O. Summary

Our core business is attracting top individuals in their field to join the IEEE Communications Society and to contribute their intellectual property ... for value added dissemination to advance the profession and generate net revenue for the broader Society purposes.

Our strengths include recognizing and addressing risks to our core business both immediately and strategically. The risks we recognize are

- Competition for the best intellectual property (IP) from commercial publishers and others.
- Change from collaboration in the industry to competition...reduced volume of available IP.
- Changing markets (Inter-library loans, www delivery, loss of print ad revenue, etc.)
- Conference presentations streamed over the Internet, post-event CD ROMs, etc.
- International economic down turn (US\$ appreciation.)

The actions we are taking to address these risks are:

Exercising Fiduciary Responsibility

Our goal is to define (and exercise) fiduciary responsibility through value pricing and expense control. Value pricing (what is the value to the customer) provides feedback on the true value of our products and services. Value pricing and expense control is an essential business practice in a market-based, world economy; it builds respect our Society and produces net resources to carry out our broader objectives.

Increasing Membership

Increased membership justifies higher ad rates, is an additional source and market for intellectual property, reduces the per-member costs of membership benefits, and increases ComSoc overall presence within the IEEE.

Protecting and Regenerating the three principal ComSoc Assets

1. The IEEE ComSoc culture of diverse volunteerism must be as reinforcing and rewarding as possible;
2. We hire, train, and support a high quality, high performance staff focused on ComSoc; and

3. We become more agile in event and publications development -- to gain and maintain dominance within our technical charter.

Our weaknesses are (strategically) our late recognition of the technical and commercial emergence of wireless and Internet technologies and (tactically) the long time from author submission to publication in our Journals and Transactions.

We are addressing all three. We have a wireless steering committee in place and active and are forming an Internet Steering committee chaired by Vint Cerf. Success in reducing the publications delay is elusive or at best inconclusive for print publications. Electronic publication strategies, including web-enabled review processes, may provide the best solution to this long-standing problem.

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